

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120045-5

CONTROL NO.

OL/SD/☐ SPB - STAT

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

RECORDS REPORT

2. TYPE
OF
REPORT
☒ STATISTICAL
☐ SUMMARY
☐ COMBINATION LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

YEARLY

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form, computer print-out, etc.)

FORM

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

C/☐

STAT

10. PREPARING COMPONENT (include lowest level contributing information to report)

EXX

OL/SPB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

NONE

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS 6	4.32		1		4.32		1		4.32
GS-12	7.73		1/4		1.93		1		1.93

1/4 hrs

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

6.25

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required in effort to reduce files and file storage.

14. FUTURE GOALS

15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

2/28/70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120045-5

SUPPLY CLERK

18. EXTENSION

STAT

Classification